

~~CONFIDENTIAL~~OTS-376/86 **OIT/TRIS**  
8 SEP 1986 **LOGGED**

MEMORANDUM FOR: Director of Information Technology

25X1 FROM: [REDACTED]

Director of Technical Service

25X1 SUBJECT:

Commendation, [REDACTED]

25X1 1. [REDACTED] has been assigned since 1 June 1986 to the OIT/OTS Task Force that is investigating OTS office automation needs. During this period, she has used her expertise in the Wang Alliance system to establish a number of needed visual memory cabinets for a variety of users and has written or debugged many Wang glossaries. [REDACTED]

25X1 2. The work she has done for OTS Contracts Management Staff is of particular significance. She has taken the lead in assisting the total automation of this staff utilizing the Wang Alliance System. [REDACTED] efforts were instrumental in reducing the implementation time by approximately 60 days. As a result, the processing time for contract actions has been reduced significantly; for example, the average processing time for work orders has been reduced from approximately 60 days to 10 days. The overall effect of this has been a reduction in the typing backlog, thereby allowing the contractors to invoice as work progresses rather than after the work is completed. This enhances the working relationships with our contractors which in turn allows the Office of Technical Service to better serve the operational requirements of the Agency. It is estimated that the automation of Contracts Management Staff will result in an overtime savings of approximately \$15,000 per year. It is especially significant to note that not only has the very tedious technical work of writing and debugging glossaries been performed by [REDACTED] but that in addition, all the employees who must work with the results of her labor have been thoroughly trained and are very confident and entirely pleased with the new methods. [REDACTED]

25X1 3. [REDACTED] outstanding performance reflects great credit on your Office and the Task Force of which she is a part. Please convey our thanks to her for a job well done. [REDACTED]

Orig signed by

[REDACTED]

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